

Competence Training and Awareness

Installation Supplement – Eustis

Overview:

Joint Base Langley Eustis (JBLE)-Eustis adopts the Air Force (AF) Environmental Management System (EMS) Playbook procedure for this element. The following supplemental content describes how the installation intends to implement this procedure.

Purpose:

733 CES/CEIE provides education and training to JBLE-Eustis personnel (military and civilian), mission partners, and contractors to provide them with the competence to perform their environmental roles, responsibilities, and duties to implement JBLE-Eustis' EMS and specific requirements for federal, state, local and Air Force regulations, laws, policies, directives, and instruction to ensure compliance.

This procedure presents guidance for providing environmental appropriate training for all JBLE-Eustis personnel (military, civilian), mission partners and contractors. The training consists of:

- JBLE-Eustis Environmental Management Awareness and Competency (EMAC) Training, which includes EMS General Awareness Training
- Shop Environmental Program Specific Training
- Unit Environmental Coordinator / Activity Environmental Coordinator Training
- EMS Program Manager Training
- Senior Leadership Training
- Other – Newcomers Orientation (includes EMS General Awareness Training)

Procedure:

JBLE-Eustis utilizes The Environmental Awareness Course Hub (TEACH), the Air Force's Advanced Distributed Learning Service (ADLS) systems, and the Air Force Institute of Technology (AFIT) to provide online modes of education and training, as well as offers in-house (face-to-face) training sponsored by 733 CES/CEIE, to provide them with the competence to perform their environmental roles, responsibilities, and duties to implement the base's EMS and specific requirements for federal, state, local and AF regulations, laws, policies, directives, instructions and manuals. Environmental Management Procedure (EMP) 4.4.2. is JBLE-Eustis' post policy/procedure for Environmental Awareness and Competency Training.

TEACH website: <https://usaf.learningbuilder.com/account/login/?ReturnUrl=%2f>

JBLE-Eustis Environmental Management Awareness and Competency (EMAC) and base-specific EMS General Awareness Training:

EMAC Training is required by all military, civilian, tenants and contract personnel working on JBLE-Eustis. Completion of EMAC Training is required within the first 30 days of assignment and annually thereafter.

733 CES/CEIE provides online EMAC training (to include base-specific EMS General Awareness) to personnel through TEACH. Instructions for registering through TEACH are provide in JBLE-Eustis' Environmental Procedure (EMP) 4.4.2. *Environmental Awareness and Competency Training* or personnel may contact CES/CEIE's Training Manager at 757-878-7366.

The EMAC training is available through TEACH using the course information below.

Course Number: ENV111JBLEE00310

Course Name: The Environmental Management Awareness & Competency (EMAC) Training

EMS General Awareness training is also incorporated in the JBLE-Eustis' military and civilian Newcomers Orientation Briefings (offered every other week by Force Support Squadron's ACS and the Civilian Personnel Office). Newcomers Orientation is also available online, as authorized by the JBLE-E Army Community Service, and can be viewed [here](#).

Shop Environmental Program Specific Training:

Shop Environmental Program Specific Training will vary depending on the personnel's daily duties. Shop level specific training may be completed through TEACH, AFIT, or one-on-one with the associated Environmental Program Manager. The frequency of these trainings will depend on regulatory or DoD requirements.

Examples of Shop level specific training include:

- EESOH-MIS/Hazardous Materials Handling Storage and Compatibility (HAZMART Contractor; JBLE-Eustis Fence-to-Fence Contractor)
- Hazardous and Universal Waste Management Training [Unit Environmental Coordinator (AEC)/Activity Environmental Coordinator (AEC)/Hazardous Waste Coordinator (HWC)]
- Air Source Operator's Training [Painting, Emergency Generators] (Air Program Manager; Base Maintenance Contractor)
- Spill Prevention, Control, and Countermeasure Plan Annual Training (DLA)

- Storm Water Management (Water Program Manager; Base Maintenance Contractor)

Unit Environmental Coordinator (UEC)/Activity Environmental Coordinator (AEC):

All personnel who are designated as primary or alternate Unit Environmental Coordinator (UEC)/Activity Environmental Coordinator (AEC) are required to complete environmental training, at a minimum, upon appointment. UECs/AECs are highly encouraged to attend AFIT WENV 522, *Environmental Management Training*.

UECs/AECs are required to complete the JBLE-Eustis **Advanced Environmental Management (AEM) training course. AEM Initial & Refresher Courses** (offered via TEACH - **Course Number: ECE311JBLEE00350**) include the following topics:

- Environmental Management System (EMS)
- Legal Aspects of Environmental Compliance
- Spills & Emergency Response
- Hazardous Materials Management (HMM)
- Tank Management
- Waste Water & Storm Water Management
- Air Program
- Green Procurement & Affirmative Procurement
- Solid Waste Management (SWM)
- Recycling, Reusing, and Reducing Pollution
- Hazardous Waste Management (HWM)
- Universal Waste Management (UWM)
- E - Waste Management (EWM)
- Cultural and Natural Resources
- Pesticide Management
- Asbestos & Lead Abatements
- Installation Restoration

EMS Program Manager:

EMS Program Manager(s) are highly encouraged attend AFIT WENV 350, *EMS Auditing Course*.

Senior Leadership:

Senior leader environmental awareness training is required for the CFT and ESOHC membership. At a minimum, training is provided to personnel upon appointment. JBLE-Eustis recognizes the EMS Practitioners training course for EMS CFT and working group members. ESOHC Senior Leader Awareness Training is required for

all ESOHC members. Both the EMS Practitioner and ESOHC Senior Leader Awareness Training are offered online through TEACH:

Course Name: Environmental Management System (EMS) Practitioner
Course Number: EMS100AFIT00067

Course Name: EMS Senior Leader
Course Number: EMS101AFIT00068

Training Records:

Training records will be kept within the training database, with Unit Training Managers and with Environmental Program Managers. Copies of training materials are maintained on eDASH, TEACH, with the UTM's and with Environmental Program Managers.

Associated Resources:

- Training materials
- Training Records
- EMP 4.4.2, *Environmental Awareness and Competency Training*

* Reviewed by J. Bateman 22 Nov 22